

**United States
Department of
Agriculture**

**Forest
Service**

**National Advanced Resource
Technology Center
Pinal Air Park, Bldg. 20
Marana, Arizona 85653**

File Code: 5100

Date: May 20, 2003

Subject: S-520/620 Call for Candidates and Mentoring Program

To: Geographic Area Coordination Groups, Geographic Area Training
Representatives and National Multi Agency Coordination Group

After the completion of the 2003 Advanced Incident Management Course (S-520) and Area Command Course (S-620), it has been widely accepted that the key to success for a majority of the students was their involvement in a mentoring program prior to the courses. In order to further capitalize on this success and to assist in planning for the 2005 Course, the Course Steering Committee has requested that we receive potential 2005 candidate names by functional position and that these candidates be enrolled in mentoring programs as provided within each geographic areas.

By establishing a mentoring program two years in advance of the course, the candidates would have increased opportunities to gain experience, training and exposure to Type 1 Complex Incidents. The candidates would also have ample time to preview any related course material and decide if attendance at the course is their desire. The mentoring program would also enable the geographic areas to assess the readiness of the candidates to attend the course.

In providing the names of the candidates, the steering committee would also be able to determine the potential size of the 2005 course and provide appropriate logistical support and facility requirements. At this time, the steering committee intends to include two OSC1's on each team at the course. This will assist in alleviating the backlog problem within operations.

As per the attached flow process, we are requesting that each GACG with the assistance of their GATR's submit a listing of potential candidates by functional position for the 2005 S-520/620 Course by June 30, 2003. We are also requesting that the identified candidates be placed in a mentoring program in each geographic area. Please submit the candidate listing to Roger Corner, NARTC Training Specialist (rcorner@fs.fed.us).

RICH WANDS
NARTC Director

S-520/620 STUDENT SELECTION PROCESS

In order to assure an adequate supply of highly qualified candidates for future Type 1 incident management teams and area command teams, the following steps are deemed necessary:

- Geographic Area Coordinating Groups (GACG) take a nationally consistent and active role in the identification, prioritization and nomination of prospective candidates. Use of their GA training working teams and GA Training Representatives are recommended.
- Current Type 1 Incident Commanders (IC) take an active role in the mentoring of identified candidates.
- “Mentoring” should provide candidates with meaningful training experiences and be provided by committed and qualified Type 1 individuals. GACGs are encouraged to manage their process to minimize impacts to their Type 2 IMTs.

The National Advanced Resource Technology Center (NARTC), GACGs, ICs and Area Commanders (AC) are responsible for the following:

TASK	WHO	WHEN
1. Identify interested candidates with potential to successfully complete S-520/620.	GACG	Ongoing
2. Issue call letter for potential candidates to NICC and the GACG's.	NARTC	May 2003
3. Identify potential candidates for the mentoring program. Submit a prioritized list of functional positions and of potential candidates to NARTC.	GACG	June 2003
4. Facilitate mentoring process: <ul style="list-style-type: none">▪ Assign candidates to appropriate incident management teams▪ Ensure appropriate Task Books are issued▪ Assign candidates to area command teams	GACG GACG NICC	June 2003
5. Provide meaningful assignments and mentoring to candidates including periodic candidate assessments.	IC/AC	Fire Season 2003
6. Issue call letter for nominations to NICC and the GACG's.	NARTC	September 2003
7. Provide NARTC with prioritized nominations by positions and names.	GACG	November 2003
8. Pre-selection and notification of students with a cc to GACG's (and NICC for area command nominations).	NARTC	December 2003
9. Initiate Unit 1 Pre-work and notify GACG's, NICC, and students.	NARTC	February 2004
10. Continue mentoring process (see step 4) during second fire season.	IC/AC	Fire Season 2004
11. GACG's reconfirm your prioritization of final candidates by position and names	GACG	November 2004
12. Final selection of students	NARTC	December 2004
13. Host pre-course student meeting with IC's, AC's, GATR's. <ul style="list-style-type: none">▪ Confirm pre-work assignments▪ Final mentoring of students	GACG	December 2004
14. Conduct course	NARTC	February 2005

Updated: Wednesday, May 14, 2003 (This process could also be adapted for use at the local S-420 courses)